



JOHN L. SALOMONE
TOWN MANAGER

TOWN OF NEWINGTON

131 CEDAR STREET
NEWINGTON, CONNECTICUT 06111

CAREER OPPORTUNITY

POSITION: ADMIN. SECRETARY – PART TIME	PAY RANGE: \$15 - \$18 per hour	CLASSIFICATION/ GRADE: PART TIME	EEOC Clerical
LOCATION: Fire Marshal's Office	APPLY BY: May 24, 2011	APPLY TO: Town Manager 131 Cedar Street Newington, CT 06111	

ESSENTIAL FUNCTIONS:

Part-time position, approximately 19 hours per week. No benefits.

Performs secretarial and administrative work at a skilled and responsible level for the Fire Marshal's office, with some complexity in duties. Performs skilled clerical administrative tasks.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Receives oral or written instructions from supervisor.
- Plans and organizes work according to established or standard office procedures.
- Types and transcribes letters and reports.
- Composes routine correspondence and other materials without instruction.
- Provides information on subjects such as department or town services and programs.
- Observes strict confidentiality in maintaining restricted files and records.
- Receives and processes various applications and collects fees when necessary.
- Types statistical and narrative reports.
- Organizes and prepares materials for publication.
- Maintains inventory of office supplies, materials and equipment.
- Processes department purchase requisitions.
- Establishes and maintains various department records and files.
- Uses a computer terminal to enter and retrieve information.
- Operates computer terminal, calculator, typewriter, and other office equipment.

MINIMUM QUALIFICATIONS:

The skills and knowledge required would generally be acquired with:

- a high school education with course work in Business English and Commercial Arithmetic, and
- two years of responsible secretarial or office administrative work.

See Job Description for other duties and qualifications.

Formal Town application required – may be obtained from the Town Manager's Office or online at www.newingtonct.gov

The Town of Newington is an Affirmative Action/Equal Opportunity Employer and does not discriminate on the basis of age, sex, race, color, religion, marital status, sexual preference, national origin, or disability.

Phone: (860) 665-8510 Fax: (860) 665-8507
townmanager@newingtonct.gov
www.newingtonct.gov